



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Detention Officer Cadet

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under close supervision performs security work of routine difficulty in the custody, care and control of inmates/detainees; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Assists in the control, monitoring, movement and activities of inmates/detainees.
- Monitors safety and security of the staff, inmates, visitors and facility; processes and monitors visitors; reports security violations.
- Updates automated and manual inmate records and tracking systems. Maintains detention statistics and computer data.
- Monitors court calendars; schedules court appearances and enters data into computer system. Utilizes a computer software system to input, access, retrieve, and input data.
- Participates in booking and identifying new inmates; verifies information on booking forms; obtains signatures; oversees telephone usage; obtains photographs; processes property and money for safekeeping; types information on standard forms and inputs data into computer system.
- Observes and assesses the behavior of visitors and inmates from a control room; operates intercom and electronic door controls in routine and emergency conditions.
- Follows prescribed procedures and assists with visitation to inmates.
- Assists with the conduct of inmate/detainees counts to ensure accuracy of total populations.
- Assists in the distribution and collection of all incoming and outgoing mail, meals and other needed items.
- Operates county vehicle for errands, pickups, deliveries, and monitors and controls behavior of individuals assigned to work alternative programs.
- Performs a variety of general administrative duties.
- Responds to emergency situations; assists with the restraint of detainees.

Knowledge and Skills:

- Knowledge of state and federal laws, rules and regulations governing correctional institutions.
- Knowledge of search, transportation, detainment and restraint methods and procedures.
- Knowledge of human behavior and various social, economic and cultural backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND successful completion of Detention Certification Academy training; AND ability to successfully pass polygraph, drug test, fingerprinting, physical and psychological test.